Guidance for
EX4 Submit After Action Report & Improvement Plan (AAR/IP) Procedures

This deliverable requires your jurisdiction to have a procedure for how an AAR/IP is created following an exercise or actual emergency response. The following is an outline of suggestion on what should be in your AAR/IP Plan/Procedures when updating or creating a new AAR/IP Plan/Procedures for your organization.

The outline is not all inclusive. Some organizations may want to add to or omit items based on their organization.

A. AAR Development
    a. AAR Routing
        i. Who will complete AAR
        ii. Who will review/correct AAR
        iii. Who will approve AAR
    b. Data for AAR
        i. ICS 214 Forms
        ii. Meeting minutes/notes
        iii. Situation Reports
        iv. Incident Action Plans
        v. Exercise Evaluation Guides (EEG) if exercise
        vi. Participant Evaluation Forms if exercise
    c. Review All Information
        i. Review all pertinent information from exercise/event and summarize.
    d. Write AAR/IP Draft
    e. Conduct AAR Conference/Meeting
        i. SMEs meet to discuss items suggested for correction and assign corrective actions to appropriate person/organization.
    f. Finalize the AAR
        i. Finalize the AAR and file appropriately.
    g. Track Improvement Plan and Corrective Action Plan
        i. Programs identified in the IP and assigned to take corrective actions will demonstrate progress and completion of improvement plans and corrective action plans.
B. AAR Templates
    a. If your organization uses a specific template identify it here.
C. AAR Timeline
    a. Establish timelines for AAR completion.
        i. How many days following exercise or event draft AAR due
        ii. How many days following exercise AAR Conference/meeting should occur
D. AAR/IP Tracking and Archiving
    a. How your organization tracks the Improvement Plan/Corrective Actions
    b. Where your organization will store past AARs